

Which displays as: The poem, "Trees, "which was written...

Incorrect:

```
<scopcontent><p>The poem, <title render="doublequote">Trees </title>, which was
written...</p></scopcontent>
```

Which displays as: The poem, "Trees", which was written...

The <note> Element

NCEAD considers the <note> element too vague for good description of contextual information about a collection. Information within <note> tags may be useful for specific descriptive purposes, but will generally not be useful for advanced searching. There may be times when <note> is appropriate, but more suitable tags are often discovered through a careful review of the *EAD Tag Library* (<http://www.loc.gov/ead/tglib/index.html>) and/or consultation with colleagues. NCEAD considers <note> an element of last resort.

Date normalization and ISO 8601

Date normalization refers to the application of the *normal* attribute for <unitdate> and <date> elements to provide a machine-readable format for date information. While the *normal* attribute is available for any <date> or <unitdate> element throughout the EAD instance, NCEAD requires the use of this attribute for <date> elements in the <eadheader> and <unitdate> elements at the collection and <c01> levels only in the <archdesc>. Note that dates are presented in *DACS*-compliant format (Rule 2.4.14, p. 27).

Date format:

| | | |
|--------------|-------------------------------|-------------------|
| Single dates | 4 July 2003 | 20030704 |
| | July 4, 2003 | 20030704 |
| | 4 th of July, 2003 | 20030704 |
| | July, 2003 | 200307 |
| | 2003 | 2003 |
| Range dates | July 4, 2003 – July 10, 2003 | 20030704/20030710 |
| | July 2003 – August 2003 | 200307/200308 |
| | 2003 – 2004 | 2003/2004 |

* Note that in the computer environment, ISO 8601 can be expressed either with or without hyphens. For instance, 20030704 = 2003-07-04.